

# Cook County Sheriff's Police Department Policy Manual

Law Enforcement Services Manual

# 25.5.70.0 Correctional Information and Investigations Division (CIID).pdf



CORRECTIONAL INFORMATION AND INVESTIGATIONS DIVISION (CIID)

CCSO Sheriff's Order: Sheriff's Office Intelligence Center CCDOC G.O. Special Incarceration Level System

CCSPD G.O. Informants and Other Sources of Information CCSPD G.O. Operational Procedure and Informants

ISSUANCE DATE	EFFECTIVE DATE	NO.				
15 NOV 12	15 NOV 12	25.5.70.0				
DISTRIBUTION	RESCINDS					
SP	SO 09-2 Criminal Intelligence Unit (CIU)					
	AMENDS	-				

# I. PURPOSE

CCDOC G.O. Visitation

RELATED DIRECTIVES

This Order establishes and defines the functions, responsibilities, and guidelines of the Correctional Information and Investigations Division (CIID) of the Cook County Department of Corrections (CCDOC). CIID will be responsible for the safety and security of staff and detainees within the CCDOC through the use of strategic information gathering and investigations into gang and criminal activity occurring in the CCDOC and/or the surrounding exterior boundaries of the CCDOC campus or areas under the Sheriff's Office control.

# II. POLICY

- A. It is the policy of the CCDOC to harness all available information collected through CIID investigators regarding gang affiliations and criminal activities for the purpose of preventing crime and gang conflicts within the CCDOC. This is accomplished primarily through detainee screenings, the cultivation of Sources of Information (SOI), and/or routine interviews conducted with detainees by CIID investigators.
- B. It is also the policy of the CCSO to seek criminal charges against any and all individuals perpetrating crimes within the CCDOC and/or the surrounding exterior boundaries of the CCDOC campus. All investigations undertaken by CIID will be conducted in a manner consistent with State and Federal law and all Cook County Sheriff's Office policies.
- C. It is the policy of the Sheriff's Office to collect information through CIID investigators that can assist in the solving and/or preventing crime throughout Cook County by providing that information to the Sheriff's Office Intelligence Center (SOIC) for further vetting and dissemination.
- D. Finally, it is the policy of the Sheriff's Office to act with the highest degree of ethical behavior and professional conduct at all times when fulfilling the purpose and policies of tis Order.

# III. APPLICABILITY

This Order is applicable to all employees as outlined in Section IV of this policy. All applicable employees shall familiarize themselves with the contents of this order. All supervisors shall

review the contents of this order with all employees under their supervision as appropriate, and ensure compliance with the provisions as outlined.

# IV. SPECIAL DISTRIBUTION

- A. CCDOC CIID
- B. CCSPD CIID

# V. AUTHORITY/REFERENCE

- A. Criminal Intelligence System Operating Policies 28 Code of Federal Regulation (CFR)
  Part 23
- B. Appendix B Authority/Reference List
- C. Constitution of the United States

# VI. ENCLOSURES

- A. CCSPD Supplement Report (FCN-120)(NOV 12)
- B. CCSPD Major Incident Log (FCN-121)(NOV 12) CCSPD Form 12-005

# VII. DEFINITIONS

- A. CIID Investigator An investigator holding the merit rank of either correctional officer or police officer that is assigned to CIID.
- B. Classification Unit A group of individuals appointed by the Sheriff/Designee responsible for accessing and modifying the jail classification system. They shall determine housing for all inmates in the CCDOC by reviewing current charge(s), past conviction(s), institutional behavior, observing visual behavior, and conducting oral interviews.
- C. Intelligence Information Report (IIR) A report documenting information and intelligence. The IIR is generated and distributed with minimal evaluation in order to provide time-sensitive information.
- D. Level System Segregated housing for inmates deemed a security threat to CCDOC employees and/or other inmates, designed to progressively integrate the inmate into general population through cooperation with CCDOC rules and regulations.

- E. Prison Rape Elimination Act (PREA) A Federal law enacted by Congress to address the problem of sexual abuse of persons in the custody of correctional institutions. PREA requires correctional institutions to adopt a zero-tolerance policy regarding sexual abuse and harassment of inmates and sets standards for the prevention, detection, reduction and investigation of incidents involving sexual assault and/or abuse occurring in correctional settings.
- D. Request for Information (RFI) Any single, specific time-sensitive requirement for intelligence information or products to support an ongoing operation.
- E. Security Threat Status The status of an inmate based on actions, devices, events, incidents or confrontations that threatens or jeopardizes security. Security Threat status may result in an upgrade of an inmate classification status or a high-risk movement status.
- F. Source of Information (SOI) An individual or group that provides information on an occasional basis, but not under specific direction of law enforcement. Such, SOI do not expect compensation and is not an active participant of investigative activities. As with all sources, confidentiality will be protected to the extent permitted by law.
- G. 28 Code of Federal Regulations (CFR) Part 23 A federal guideline for law enforcement agencies that operate federally funded multijurisdictional criminal intelligence systems. It also provides guidance for law enforcement agencies on how to operate criminal intelligence information systems effectively while protecting individual's privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.
- H. Regional Gang Intelligence Database (RGID) A comprehensive gang database for the Chicago/Cook County region (including Wisconsin and Indiana). Information meeting the 28 CFR Part 23 criteria will be housed within the database, profiling gang members and their known associates, including such information as gang affiliation, rank, photos, tattoos, vehicle information, phone numbers, and other information pertinent to gang activity.

# VIII. CIID MISSION STATEMENT

- A. It is the mission of the Correctional Information and Investigations Division (CIID) to proactively protect and ensure the safety of staff and detainees within the CCDOC. The mission is accomplished by gathering, assessing and when appropriate, acting upon or disseminating information relating to criminal activity within the CCDOC, including the identification of gang members and the rank they hold within their gang while incarcerated in the Cook County Jail.
- B. Through the identification and management of gang members within the CCDOC, Correctional Investigators with CIID aim to strategically prevent criminal and gang activity from occurring within the CCDOC. Additionally, CCSPD Investigators assigned

- to CIID aim to collect information that can assist in the solving of and/or prevention of crime throughout Cook County, by providing that information to the SOIC for further vetting and dissemination.
- C. Finally, CIID Police Investigators will conduct thorough investigations into any and all crimes that occur within the CCDOC, the surrounding exterior boundaries of the CCDOC campus and any area under the Sheriff's Office control involving inmates.

# IX. ORGANIZATION

- A. The Correctional Information and Investigations Division (CIID) shall be under the guidance and direction of the First Assistant Executive Director (1<sup>st</sup> AED) of the CCDOC.
- B. A Superintendent shall report directly to the 1<sup>st</sup> AED and will be responsible for overseeing the day-to-day operations of CIID, including management of staff assignments and accountability. Three supervisors holding the merit rank of Sergeant or above shall report directly to the Commander of CIID and will be responsible for overseeing jail and police investigators assigned to CIID.
- C. The CIID Police Investigators and Sergeant will follow the chain of command for CIID within the CCDOC. Additionally, they will have reporting responsibilities to the Lieutenant of the CCSPD gang unit for the purposes of management of police investigations. The Lieutenant of the CCSPD gang unit will work closely with the Command Staff of CIID to maintain oversight of police investigations within the CCDOC.
- D. Gang Crimes Inspectors will report directly to the Superintendent of CIID and will be responsible for substantiation of information gathered by CIID Investigators. The Gang Crimes Inspectors will also be responsible for handling high profile interviews and will ensure information is provided to the SOIC in a timely manner.
- E. CIID shall be staffed by sworn officers from the CCSPD and the CCDOC. External agencies wishing to dedicate staff to work within CIID will do so through the execution of a mutually agreed upon Memorandum of Understanding (MOU).

# X. PROCEDURES

# A. CCDOC Related Information

1. The main objective of CIID is to collect all available information regarding gang affiliations and criminal activities for the purposes of preventing crime and gang conflicts within the CCDOC. This information is to be collected by CIID Investigators through the following procedure(s):

# a. Detainee Screening

- i. All inmates being booked into the CCDOC will be asked for self-admitted gang affiliation by the CIID Investigator(s) assigned to RCDC.
- ii. Detainees who meet the criteria set forth in the policies of the Regional Gang Intelligence Database (RGID) for gang membership will be interviewed and photographed. All entries into RGID must be compliant with 28 CFR Part 23.
- iii. Photos and/or gang affiliation information will be entered into the CCDOC Jail Records Management System.
- iv. Each evening, at the conclusion of the admission process for all new detainees, a comprehensive list of all newly admitted detainees should be generated and forwarded to CIID.
- v. The list shall include the name of the inmate, the inmate number (short), assigned housing location, and any known gang affiliation.

# b. Follow-up Interviews

- i. CIID Jail Investigators will review the list of newly admitted detainees each day at the start of their shift.
- ii. Each investigator will be responsible for reviewing newly admitted detainees within their assigned division.
- iii. Any inmate without a noted gang affiliation will be personally interviewed by the CIID Jail Investigator assigned to their living unit/division to determine if the detainee does in fact have a gang affiliation and/or the potential to become a SOI for the CIID Investigators. This responsibility can be done in partnership with Divisional staff when appropriate, and at the discretion of the CIID Superintendent.
- iv. All interviews with new detainees will be entered into the CIID secure internal database and/or Jail Records Management System, to update or include gang affiliation.
- v. When appropriate, CIID Investigators should defer interviews to the Gang Crimes Inspectors for further vetting.

- vi. Any interviews that result in significant information will be memorialized in a report that will be forwarded to the superintendent of CIID, in addition to being entered into the CIID Database.
- c. Sources of Information (SOI) Debriefings
  - i. CIID Investigators are expected to develop and maintain SOI within their assigned Division(s) of the CCDOC for the purposes of proactively addressing gang activity and/or criminal acts within the CCDOC.
  - ii. SOI will be debriefed often, and summaries of the debriefing will be entered into the CIID secure internal database.
  - iii. CIID Investigators shall be responsible for submitting a report summarizing the SOI interview to their supervisor. The Superintendent shall review all completed SOI summary reports. Any information regarding criminal and/or gang related activities within the CCDOC shall be evaluated and disseminated through the proper channels to be acted upon instantaneously, but only at the discretion of the 1<sup>st</sup>AED.

# d. Gang Hierarchy Identification

- i. CIID Jail Investigators will be responsible for the identification of gang hierarchies within the CCDOC. Using all available sources (interviews, SOI, correctional officer knowledge and observations, and/or gang communications/kites, etc.), CIID Jail Investigators will create and maintain hierarchy charts for gang structures within the Divisions of the CCDOC, that are to be updated on a weekly basis. Gang member hierarchy positions within the CCDOC are not always correlated to rank/hierarchy within the street, so the two hierarchy structures are to be considered separately.
- ii. CIID Jail Investigators will be responsible only for generation of CCDOC Compound Hierarchy and not necessarily identification of rank or hierarchy outside of the CCDOC.
- iii. All CCDOC Compound Hierarchy charts will be reviewed by the Gang Crimes Inspectors to ensure verification of information. The Gang Crimes Inspectors will produce weekly hierarchy reports, and provide them to the Superintendent of CIID.

iv. Weekly hierarchy reports shall be provided to CCDOC directors and superintendents, and to the SOIC to assist in maintaining order within their divisions. A detainee's rank within CCDOC gang hierarchy shall be considered when making housing assignment or classification changes and worker assignments.

# e. Preemptive Conflict Resolution

- i. CIID Jail Investigators are expected to maintain an awareness of potential gang conflicts within the CCDOC in order to prevent acts of violence from occurring.
- ii. CIID Jail Investigators will immediately present reports of potential gang conflicts to the Superintendent of CIID in order to generate a plan for addressing and preventing the conflicts.
- iii. CIID will work with CCDOC staff on housing moves, alerts, and other strategies to prevent potential conflicts from occurring.

#### f. Inmate Classification Review

- i. CIID Jail and Police Investigators will work in tandem to conduct regular reviews of inmate classification status to determine inmates who should be classified as Security Threat status.
- ii. Reviews will include previous CCDOC history of discipline and incidents, previous gang rank/standing within CCDOC gang hierarchy from the past five years, assessment whether the inmate is a gang enforcer, and previous involvement in gang conflicts or incidents within CCDOC from the past five years.
- iii. The review will also include reviews of arrest records, gang contacts in IClear and any entries in RGID.
- iv. If an inmate is initially identified as a gang leader or gang enforcer, or becomes one in jail, CIID command staff shall notify the Classification Unit.
- v. Investigators will present their recommendation for Security Threat status to their Sergeant, who will work with CIID Command Staff (including the Gang Crimes Inspectors) to determine which recommendations will be made to the Classification Unit to determine whether the inmate will be upgraded to a Maximus Security classification.

# g. Level System Review

CIID Investigators and/or the Gang Crimes Inspectors will attend all Level System Review meetings to present assessments of gang tensions throughout the CCDOC, any current gang conflicts, gang hierarchy statuses, and the effect on overall population tensions that could be realized by any changes to Level System housing assignments.

- h. Detainee Visitor Review
- i. Inmates will be allowed the visitors on his/her approved visitor list, which will be housed in the Jail Records Management System, pursuant to the CCDOC Visitation policy.
- CCDOC reserves the right to conduct a criminal background check on visitors through LEADS to determine outstanding warrants and/or criminal history.
- iii. CIID Investigators will be expected to undertake daily random LEADS searches of at least 10 visitors registered to inmates in their assigned division(s). Any information gleaned from the visitor search will be entered into the secure internal CIID database.
- 2. Information regarding criminal and/or gang related activities within the CCDOC will be gathered, evaluated, and disseminated through the proper channels to be acted upon. All interviews, investigations, and information will be tracked in a secure, internal database, searchable only by CIID and SOIC staff.
- 3. CIID Jail Investigators receiving information about criminal and/or gang activity occurring outside of the confines of the CCDOC are to refer their CIID Police Investigator partner to conduct a follow up interview. A report summarizing that interview is to be generated and forwarded to the SOIC within twenty-four (24) hours of receipt of the information.
- 4. Any time-sensitive information shall be forwarded to the SOIC immediately so that information can be verified and disseminated to management of applicable units or divisions.

# B. CCDOC Investigations

1. CIID Police Investigators are responsible for initiating, managing, and concluding investigations into any and all crimes that occur within the CCDOC and/or the surrounding exterior boundaries of the CCDOC campus or areas under the Sheriff's Office control within a timely manner.

- 2. The CCDOC shall seek criminal charges against any and all individuals perpetrating crimes within the CCDOC, the surrounding exterior boundaries of the CCDOC campus and/or Sheriff's Office locations involving inmates.
- 3. All investigations undertaken by CIID will be conducted in a manner consistent with State and Federal law, and all CCSO policies, including the following protocols:
  - a. Incident Report Reviews
    - i. On a daily basis, CIID Investigators (both Jail and Police) will review Incident Reports from within their assigned division(s) in the Jail Records Management System for the previous day(s) to determine follow-up steps, which should include interviews and other investigative actions.
    - ii. Upon review, investigators will determine if an incident has the potential to produce information that could be used to develop actionable intelligence regarding criminal and/or gang activities in the CCDOC compound, and/or has the potential for criminal charges to be filed in the incident.
    - iii. Investigators will submit daily activity reports to the on-duty Sergeant, outlining their review of incidents, recommended next steps, and any follow up action that was taken or is planned. Those reports will be forwarded to the Lieutenant of CCSPD Gang Unit and the Superintendent of CIID.
  - b. Charging of Criminal Cases
    - i. CIID Police Investigators will review all Incident Reports from (within the Jail Management System) their assigned division(s) as outlined above to determine whether criminal charges can be brought against the detainee(s) involved.
    - ii. CIID Police Investigators will confer with their CIID Jail Investigator partner on incidents within their assigned division(s), and a recommendation will be made to the CIID Police Sergeant regarding the most appropriate charges to be brought. When appropriate and/or necessary, the CIID Police Sergeant will consult with the Lieutenant of CCSPD Gang Unit and the Commander of CIID to make a final determination on charges.

- iii. Major Incident Log as well as Supplementary Reports and other necessary paperwork related to Criminal Investigations will be submitted within a timely manner, as determined by the CIID Police Sergeant and/or Lieutenant of CCSPD Gang Unit.
- iv. CIID Investigators will be responsible for tracking criminal cases as they progress through the court system, and for generating a monthly status summary report for all cases under their investigatory purview.
- c. Investigations Under the Prison Rape Elimination Act (PREA)
  - i. CIID Police Investigators will take the lead in responding to and immediately investigating any allegation of sexual abuse/assault within the CCDOC.
  - ii. The Sheriff's Office PREA Coordinator will be immediately notified of all investigations involving allegations of a sexual nature, including allegations of sexual harassment, and provide the PREA Coordinator with timely updates on the investigation. All CIID staff including CIID Police Investigators will follow PREA protocols.
  - iii. All CIID Police Investigators will be trained in PREA protocols by the CCSO PREA Coordinator. Any case requiring advanced or specialized investigation assistance can/will be handled by the CCSPD Investigations Division, as determined by the CIID Police Sergeant and/or Lieutenant of CCSPD Gang Unit.

# d. Internal Investigations

- i. When CIID Investigators are presented with information regarding a credible threat made by a detainee, such as an attempt murder for hire, CIID Investigators will initiate an undercover investigation, which will be handled jointly with investigative units from CCSPD.
- ii. The CIID Police Sergeant will immediately conduct an assessment to determine the most appropriate investigative unit within CCSPD to assist and will work with the determined unit on completing the investigation.
- iii. Charges in the case will be handled by the CIID Police Investigator assigned to the case, and the case will be included in monthly status summary report for all cases under their investigatory purview.

# e. Employee Misconduct

- i. When CIID Investigators receive information regarding alleged criminal and/or administrative misconduct of an employee of the Sheriff's Office, the information will be submitted through their chain of command and immediately referred to the Executive Director of the Sheriff's Office of Professional Review (OPR).
- ii. The Executive Director of OPR and the 1<sup>st</sup> AED managing CIID will confer regarding the best course of action for the investigation; however, the Executive Director of OPR will have the final decision and jurisdictional responsibility for all investigations involving a Sheriff's Office employee.

# C. Non-CCDOC Related Information

- 1. Through the course of routine information collection regarding CCDOC activities and incidents, CIID Investigators may be presented with information about crimes or criminal/gang activity outside of the CCDOC that could be helpful in solving an open case or prevention of crime in an outside jurisdiction.
- 2. The Sheriff's Office seeks to harness any and all available information to further the CCSO mission of Intelligence-Led Policing by providing the information to the SOIC for further vetting and dissemination. The following procedures should be followed:
  - a. General Criminal Activity Information
    - i. CIID Jail Investigators receiving information about criminal and/or gang activity occurring outside of the confines of the CCDOC (such as narcotics sales, gang activity, weapon/gun retrieval, etc.) are to refer their CIID Police Investigator partner to conduct a follow up interview.
    - ii. A report summarizing that interview is to be generated and forwarded to the SOIC within 24 hours of receipt of the information.
    - iii. The report shall include an assessment of source reliability as well as an evaluation of the information content, as outlined in the Source and Information Reliability Matrix.
    - iv. The interview and any resulting information shall be logged into the secure internal CIID database.

v. Any time-sensitive information shall be forwarded ASAP to the SOIC immediately (via telephone) so that information can be verified, and disseminated to management of units, divisions, or agencies with a need to know.

# b. Specific Crime Information

- i. When interviews reveal that a detainee has knowledge of a crime that has already occurred, it is possible the information could assist in closing an open case or help in the investigation of a pending case. If a CIID Jail Investigator is presented with any such information, he/she is to refer his/her CIID Police Investigator partner to conduct a follow-up interview.
- ii. The CIID Police Investigator should determine the jurisdiction of the alleged crime that took place, as well as any pertinent details that can be used in furthering an open investigation.
- iii. A report summarizing that interview is to be generated and forwarded to the SOIC within 24 hours or receipt of the information.
- iv. The report shall include an assessment of source reliability as well as an initial evaluation of the information content, as outlined in the Source and Information Reliability Matrix. When appropriate, CIID Investigators should consult with the SOIC for assistance in completing this assessment.
- v. The interview and any resulting information shall be logged into the secure internal CIID database.
- vi. Any time-sensitive information is to be forwarded to the SOIC immediately so that information can be verified, and disseminated to management of units, divisions, and/or agencies with a need to know ASAP.

# c. Follow-up Interviews

- i. Once information that has been presented to the SOIC by a CIID Investigator has been verified, the Intelligence Center will provide an IIR to the affected department/unit.
- ii. Any requests for further information or additional interviews with the SOI will be sent from the SOIC to the CIID Police Investigator handling the source.

- iii. The CIID Police Investigator will handle any further interviews or Request for Information (RFI), and will generate follow-up reports to be provided to the SOIC for tracking purposes.
- iv. The follow-up interviews and any resulting information shall be logged into the secure internal CIID database.

# d. Gang Hierarchy/Boundaries

- i. As often as possible, detainee sources should be used to help identify street gang hierarchy and/or any gang territory boundaries throughout Cook County.
- ii. Interviews seeking such information will be the responsibility of the CIID Police Investigators, who may be assisted by their CIID Jail Investigator partner.
- iii. All street gang hierarchy charts will require multiple sources to ensure compliance with 28 CFR Part 23, and should be entered into the RGID. The Gang Crimes Inspectors will be responsible for ensuring this compliance.
- iv. Charts are to be forwarded to the SOIC for filing and dissemination.
- v. Multi-source substantiated information outlining gang territory boundaries shall be forwarded to the SOIC for filing and dissemination.

# e. Outside Agency Personnel Assigned to CIID

- i. Any officer or investigator from a non-CCSO agency that is assigned to CIID will be subject to the procedures and policy set forth here pursuant to the MOU. They are required to enter any contact they have with CCDOC detainees into the secure internal CIID database for tracking purposes.
- ii. Accessing detainees to glean information regarding an open case held by the agency in an attempt to help solve the case or add to the case's viability is perfectly acceptable. However, if Outside Agency Personnel assigned to CIID receive information regarding general criminal activity (as outlined in Section One of Non-CCDOC Related Information protocols), they must generate a report that is to be provided to the SOIC within 24 hours and before the information is acted on by the outside agency.

iii. The SOIC will work with the Outside Agency Personnel on determining course of action for any further investigation, should one be warranted.

**BY ORDER OF:** 

JOHN G. MURPHÝ

ACTING EXECUTIVE DIRECTOR COOK COUNTY DEPARTMENT OF

**CORRECTIONS** 

MICHAEL SMITH

1<sup>ST</sup> DEPUTY CHIEF OF POLICE

COOK COUNTY SHERIFF'S POLICE

**DEPARTMENT** 

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# **Cook County Sheriff's Police**

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# **Preliminary Investigation** Major Incident Log Page \_\_\_\_ of \_\_\_\_





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Revised: October 26, 2012 CCSPD Form 12-005 (FCN-121)(NOV 12)